

# The Administrator Guide

to the

Project Graduation Virginia SOL Reading Tutorial

2006-2007 School Year

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### Welcome

On behalf of Virginia Department of Education and The Princeton Review, welcome to the Project Graduation Virginia SOL Reading Tutorial. We are delighted to be able to offer administrative accounts this year as we know your participation will only increase your students' chances of success on the SOL exams.

This administrator guide is intended to provide you with an overview of the tutorial as well as tips on maximizing usage within your school and/or division. We also encourage you to consult the facilitator/teacher guide for more detailed information.

### Overview

The reading tutorial was originally piloted during the fall and winter of 2003 and 2004 as part of Governor Warner's Project Graduation initiative and has been used successfully during the 2004-2005 and 2005-2006 school years by over 16,000 students. Built on The Princeton Review's assessment platform, Homeroom.com, the Tutorial is designed to determine student academic needs through an online assessment and tailor web-based lessons to those needs. Upon completion of all recommended lessons, students will take a final online assessment. When students successfully complete the final assessment they will be well prepared for the English RLR SOL examination. Students may review tutorial lessons and retake the final online assessment until they and their teachers are confident the student is prepared for the SOL assessment.

Although students may engage in lessons from home or school, each school must provide a facilitator to serve as a mentor and guide to enrolled students. Facilitators should be endorsed English teachers. Facilitators will have access to student accounts, will monitor student progress, and offer individual guidance.

# Eligibility

Teachers may now enroll seniors who have not passed the English Reading Standards of Learning assessment, or juniors determined to be at-risk of not passing this same assessment.

\*Please advise new facilitators to review the Tutorial Unit Plan at the end of the Facilitator / Teacher Guide for detailed SOL alignment.

#### **Tutorial Content and Structure**

The Tutorial is designed to help facilitators/teachers assess students' strengths and weaknesses via customized assessments, analyze student performance with a multitude of reports, and finally, take immediate action by assigning appropriate re-teaching resources. All Tutorial content has undergone a rigorous review by Virginia Department of Education.

#### **ASSESS**

**Full-length Diagnostic Pre-test**: This pre-test contains some actual passages and items from previously released SOL assessments and is completely aligned to the SOL blueprint. All students should begin the tutorial by taking the pre-test in an actual "test-like" setting.

Nine Instructional Units: There are nine instructional units, each with a corresponding unit pre/post quiz. (See Appendix for complete Tutorial Unit Plan).

**Full-length Post-test:** Students may take a final, full-length practice SOL prior to taking the actual SOL exam. Just like the pre-test, the post-test follows the SOL blueprint.

#### **ANALYZE**

**Performance Reports**: Facilitators may use a variety of reports (i.e., individual student performance, overall class performance, item analysis) to diagnose student skill deficiencies. All reports are broken out by SOL reporting categories (*Use word analysis strategies and information resources, and Demonstrate comprehension of printed materials*).

#### ACT

**Skill Remediation Resources**: The Tutorial provides teaching resources for every skill tested on the SOL. These resources include but are not limited to: lesson plans, worksheets and web activities.

# **Getting Started**

## 1. Sign In

#### Administrator Username/Password:

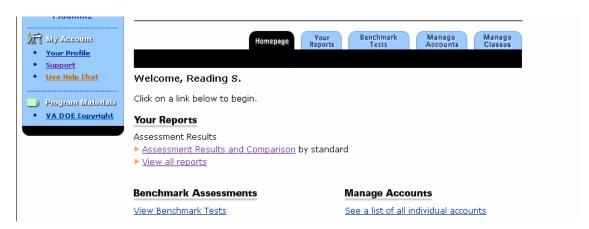
If you have already registered for the Tutorial, please refer to the Welcome email you received from The Princeton Review. If you have not yet received your username/password, please e-mail The Princeton Review's Customer Support Team at <a href="https://helpme@review.com">helpme@review.com</a> or call 1-888-778-7737.

### Signing In:

Open up the web browser on your computer and type in the following web address <a href="https://www.ac.princetonreview.com">www.ac.princetonreview.com</a>. Enter in your username and password. Click Sign In.



From your homepage, you'll have several options.



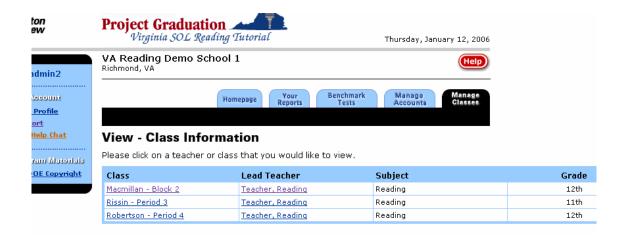
We suggest you first find out which facilitators and students are registered within your school. Don't be discouraged if you see only one or two facilitators listed. You may just have a few students who are in need of SOL remediation / preparation. However, if you don't see any facilitators or students listed, and you know that there are students who would benefit from using the Tutorial, please investigate further.

#### 2. View Registered Facilitators / Students

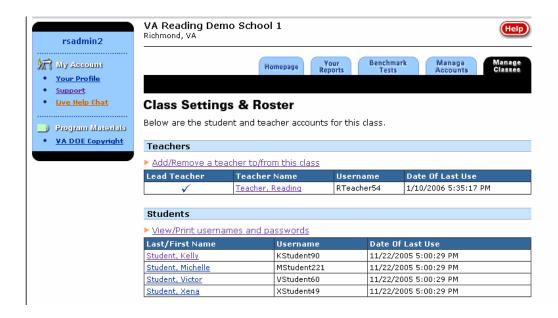
## **Manage Classes**

Before you start viewing reports, it is important that you get the "lay of the land" within your school. How many facilitators are registered? Which students are assigned to each teacher? Have facilitators actually started creating their classes?

From your homepage, click **Manage Classes**. The next page will list all the classes that have been created within your school, along with the corresponding teacher name.

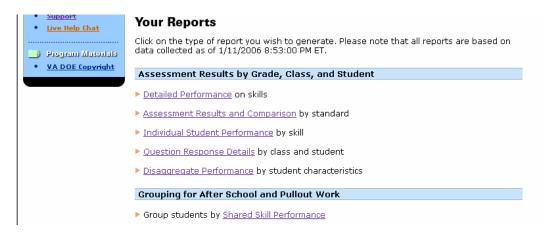


Click on a class name to view the students within each class. The column labeled **Date of Last Use** will tell you the last date/time a user has logged in to the Tutorial.



# 3. Reports in Detail

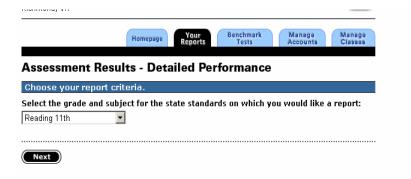
Now that you have some context, let's dive right in! Start by clicking on the tab labeled Your Reports.



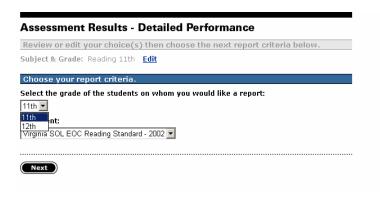
#### **Detailed Performance on Skills**

This report shows how well students are performing on tested skills across multiple assessments (i.e., full-length diagnostic pre-test and any unit quizzes). You can think of it as an "overall" or "cumulative" report.

After clicking on **Detailed Performance**, select **Reading 11** on the next page. The Benchmarks are 11<sup>th</sup> grade tests therefore 12<sup>th</sup> grade will not be an option. Click **Next**.

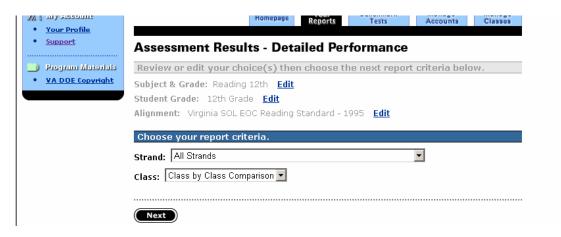


Select the group of students you would like to view this report on, 11<sup>th</sup> or 12<sup>th</sup> graders. If you only see one grade listed that may be the only grade level registered to date in your school.



#### Click Next.

Choose **All Strands** if you'd like to see student performance across all SOL reporting categories, or select an individual reporting category. You may choose to view **All** classes, a **specific class**, or a **Class by Class Comparison**. After you have made your selection, click **Next**.



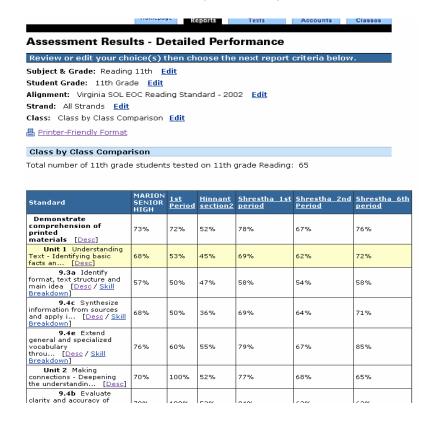
If you have chosen to view a class by class comparison, you will see student performance for the entire school as well as performance by individual class. Note that the reports are structured as follows:

Reporting Category (Demonstrate comprehension of printed materials)

Unit (Unit 1 Understanding Text – Identifying basic facts...)

SOL (9.3a Identify format text structure and main idea...)

Skill (Main Idea...)



#### Assessment Results – Change in Performance

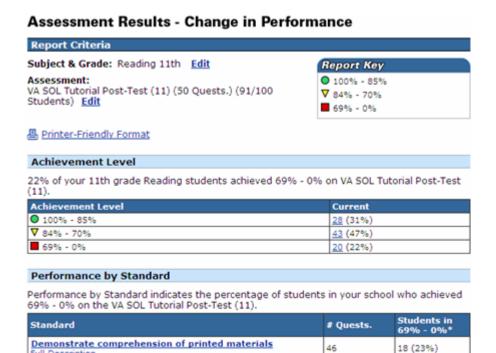
This report shows you how classes as a whole performed on an individual benchmark. It may also be used to compare unit pre and post tests.

From **Your Reports** page, click on **Assessment Results and Comparison.** On the next page, select Reading 11<sup>th</sup> (all benchmarks are 11<sup>th</sup> grade), click **Next**.

Let's imagine that you'd like to see how all of your students fared on the diagnostic pre-test. Simply click the radio button next to the test name (VA SOL Tutorial Pre-test (11)) and select View Report on this Assessment only.



The first table displays student performance by proficiency category. To view individual student names and scores, click on the underlined number (i.e., click on the number 10 in the 69% - 0% category).



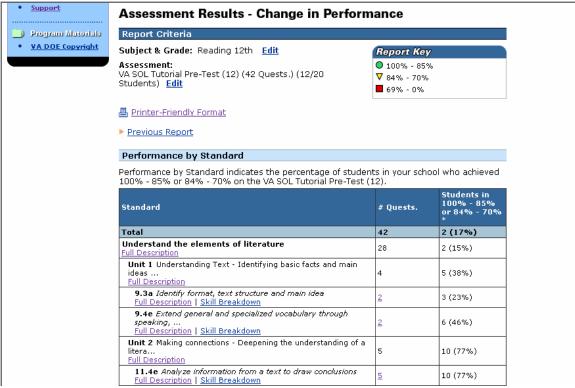
<sup>\*</sup>Calculated based on students who have completed the assessment.

Use word analysis strategies and information resources

Description

4

25 (27%) 20 (22%) The second table displays student performance by Reporting Category. Click on one of the reporting category names to drill down to information on each Tutorial unit.



Don't forget to click on **Skill Breakdown** for more detailed information

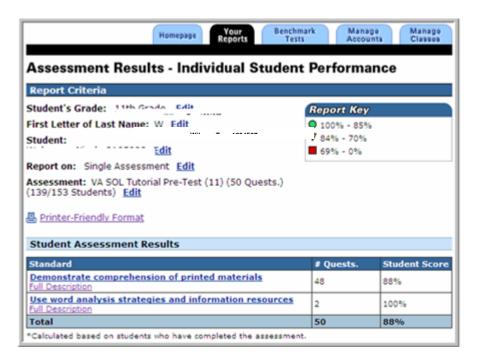
# Assessment Results – Individual Student Performance (At School Administrator Level Only)

This report shows you the individual performance of a student on either a single benchmark or on all benchmark tests taken. You may want to discuss this report with the student's teacher and/or parent.

From **Your Reports** page, click on **Individual Student Performance**. On the next page, select the student's grade and first letter of last name. Click **Next**.

Select the student's name from the drop-down menu and select **Single Assessment** or **All Assessments** 

On the next page, select an assessment. Click **Next** and you'll have an individualized report for this student. Remember to drill down to view performance by skill.



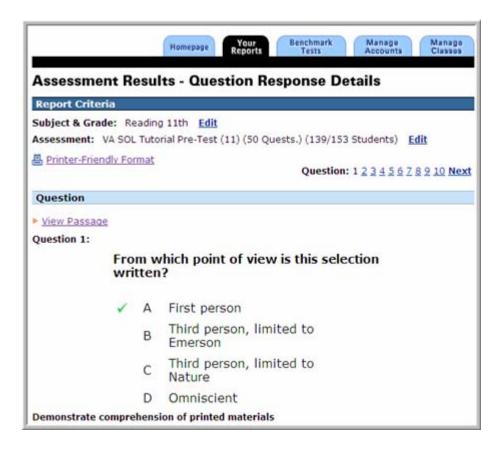
### **Question Response Details**

This report enables you to view how a grade performed on each particular question of a benchmark by highlighting trends in student responses. It also shows you response trends by class.

From Your Reports page, click on Question Response Details. On the next page, select the appropriate grade. Click Next.

On the next page, select the appropriate assessment. Click Next.

This report will show you -- question by question – the percentage of students that selected each answer choice.



The bottom of the report allows you to do a class by class comparison.

Answer Su	ımmary					
Answer	ANY HS					
А	33%					
В	20%					
С	47%					
D	0%					
Blank	0%	7				
		_				
By Class						
Class		А	В	С	D	Blank
Rissin – Pd 1		0%	0%	100%	0%	0%
Rissin – Pd 3		33%	20%	47%	0%	0%
Total		33%	20%	47%	0%	0%

And, don't forget to drill down to see how individual students answered!!

	ımmary					
Answer	Rissin – Pd 3					
А	38%					
В	23%					
С	46%					
D	0%					
Blank	0%					
By Studen	t					
Student		A	В	С	D	Blank
		•				Didiik
Student,	a			•		+
Student,		•				
Student,				•		
Student,				•		
Student,		•				
Student,		•				
Student,		•				
Student,				•		
Student,			•			
Student,				•		
Student,			•			
Student,				•		
Student,			•			
TULAT		38%	23%	46%	0%	0%

# Disaggregate Performance Report

This report is not applicable to the Tutorial.

### Group Students by Shared Skill Performance

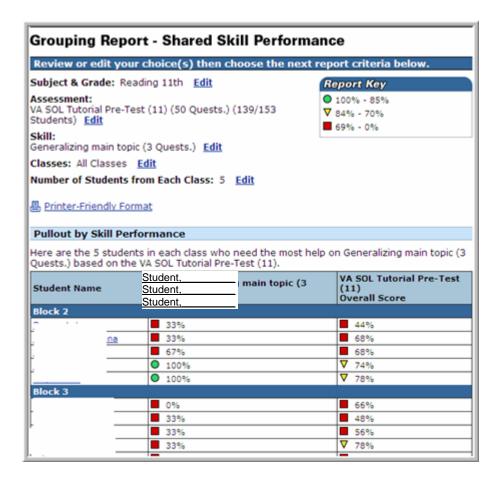
This report enables you to identify students across a grade in need of remediation on a particular skill. This report is particularly helpful if your teachers are using the Tutorial with entire classes.

From **Your Reports**, click on **Shared Skill Performance**. On the next page, select the appropriate grade. Click **Next**.

On the next page, choose the appropriate assessment. Click Next.

Select a skill you would like to address (i.e., supporting details), select **All Classes** or an individual class. Select the number of students you'd like to pull from each class (i.e., 3).

Your report will let you know how each student performed on a particular skill as well as each student's overall score on the selected benchmark.

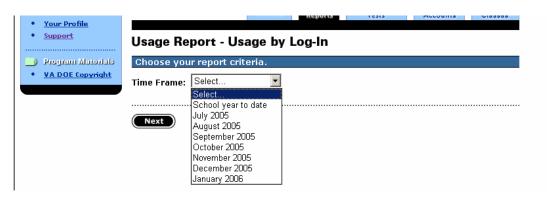


## Usage by Log-Ins

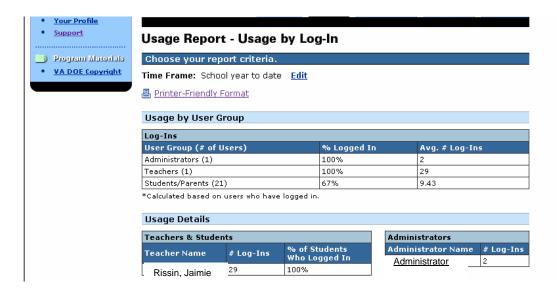
This report enables you to identify how often administrators, teachers, and students are using the Tutorial.

From Your Reports page, click Usage by Log-ins.

Select the time frame you are interested in viewing (i.e., **School year to date** or a particular month). Click **Next**.



The first table displays the percentage of users who have logged in to the Tutorial. You will also see the average number of log-ins for each user group. Of particular interest would be what percentage of students have logged in. You will also be able to see details for each class.



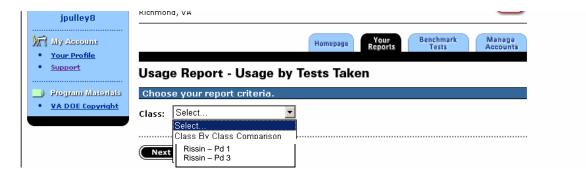
#### Usage by Tests Taken

This report will show you *how* the Tutorial is being used in your school. In addition to teacher-assigned benchmark tests (diagnostic pre-test, unit quizzes), students also have the ability to complete "practice sets" on their own.

If you see that there are an inordinate amount of benchmark tests being taken in a class, you may want to consult with that teacher. Teachers should not be running students through every single unit test, but rather selectively assigning unit tests when appropriate. In addition, if you see that students are taking *only* practice sets, and no benchmark tests, you should consult with that teacher. This likely means that students have been left to their own devices and that there is little, if any, teacher intervention.

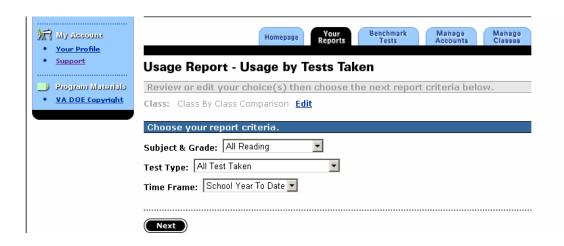
From Your Reports page, click on Usage by Tests Taken.

Select a particular class or a **Class by Class Comparison**.



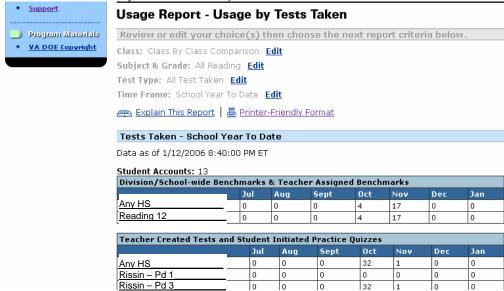
In order to see data for both 11<sup>th</sup> and 12<sup>th</sup> grades, select **All Reading.** The Benchmark tests are 11<sup>th</sup> grade tests, therefore you will not see 12<sup>th</sup> grade as an option in this report.

**All Tests Taken** will include data on benchmark tests as well as student-initiated practice sets. And, finally, select **School Year to Date** or a particular month. Click **Next**.



The first table displays the number of benchmark tests that have been taken for each class.

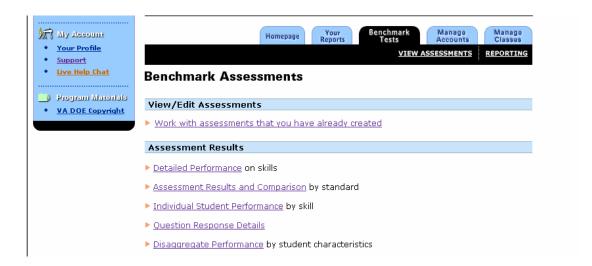
The second table displays the number of student-initiated practice sets by class. (Teacher created tests are not a functionality of the Tutorial).



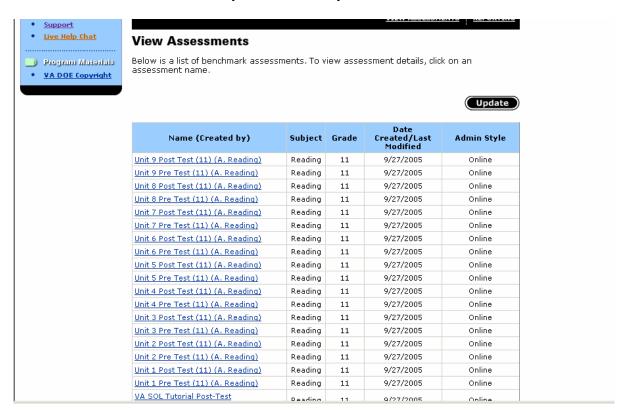
#### 4. View Benchmark Tests

Just as your teachers should be quite familiar with the actual content of the Tutorial, you can also access this content from your administrator account.

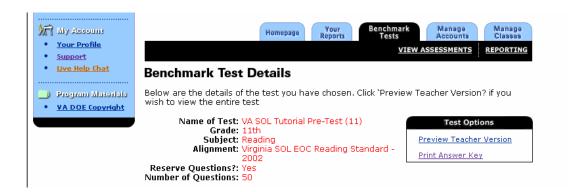
From your Homepage, click on the **Benchmark Tests** tab.



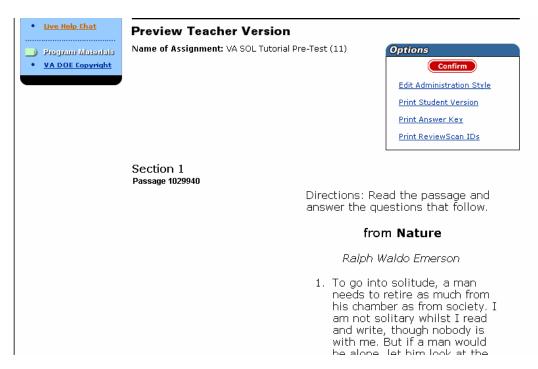
#### Click on Work with assessments you have already created.



Click on the name of the benchmark that you'd like to review (i.e., VA SOL Tutorial Pre-Test (11)) On the next page, select **Preview Teacher Version**.



Scroll down to see the test in its entirety. You will see a passage first, and then the associated questions.



If necessary, you may also **print an (offline) student version**, and/or **print an answer key**. (**Print ReviewScan IDs** does not apply to the Tutorial as this link concerns the scanning of tests.)

\*Note: Please DO NOT click on **Edit Administration Style.** The Tutorial is already set up according to specifications set by VDOE.

# Help and Information

#### For technical assistance:

- Call The Princeton Review Customer Support Hotline 1-888-778-7737
- Email The Princeton Review at <a href="helpme@review.com">helpme@review.com</a>
- Access Live Chat from your administrator account: 12-3pm (EST), Mon Fri

## For questions regarding eligibility and additional training:

Contact Tracy Robertson, English Coordinator, Virginia Department of Education (804-371-7585)
 <u>Tracy.Robertson@doe.virginia.gov</u>

## For general questions regarding the Tutorial:

• Contact Renee Vogel, Account Manager, The Princeton Review (1-800-738-4392, x 1237) reneev@review.com)

# **Appendix**

### Virginia SOL Reading Tutorial Unit Plan

The Tutorial is divided into nine instructional units. Please note that a heavily tested SOL may appear in more than one unit (i.e., 9.3a Identify format, text structure and main idea, appears in units one, three, four, five and six.)

# *Unit One: Understanding Text-* Identifying basic facts and main ideas in a text and using them as the basis for interpretation.

Words in context

11.3 d- Describe how use of context and language structures conveys an author's intent and viewpoint in contemporary and historical essays, speeches, and critical reviews.

9.4 e- Extend general and specialized vocabulary through speaking, reading, and writing.

Main idea

9.3 a- Identify format, text structure and main idea.

Supporting details

9.4 c- Synthesize information from sources and apply it in written and oral presentations

# *Unit Two: Making connections-* Deepening the understanding of a literary or non-literary work through making educated conclusions about information in text.

Supporting details

9.4 c- Synthesize information from sources and apply it in written and oral presentations.

9.4 b- Evaluate clarity and accuracy of information.

Predictions

11.4 d- Generalize ideas from selections to make predictions about other texts.

Conclusions and generalizations

11.4 e- Analyze information from a text to draw conclusions.

Determine validity of conclusions

9.4 b- Evaluate clarity and accuracy of information.

# *Unit Three: Genre-* Identifying, analyzing, and applying knowledge of the characteristics that distinguish one literary form from another.

Identify similarities and differences within and across texts

10.6 b- Compare and contrast character development in a play to characterization in other literary forms.

Recognize various literary genres

9.3 b- Identify the characteristics that distinguish literary forms.

Main idea

9.3 a- Identify format, text structure and main idea.

Supporting details

11.10 d- Evaluate quality and accuracy of information.

11.10 e- Synthesize information in a logical sequence.

Cause and Effect

11.10 e- Synthesize information in a logical sequence.

# *Unit Four: Fiction-* Identifying, analyzing, and applying knowledge of the structure and elements of fiction and providing evidence from the text to support understanding.

Setting

9.3 c- Explain the relationships between and among elements of literature: characters, plot, setting, tone, point of view, and theme.

Characterization

- 9.3 c- Explain the relationships between and among elements of literature: characters, plot, setting, tone, point of view, and theme.
- 11.3 c- Discuss American literature as it reflects traditional and contemporary themes, motifs, universal characters, and genres.

Elements of literature

9.3 c- Explain the relationships between and among elements of literature: characters, plot, setting, tone, point of view, and theme.

Point of view

9.3 c- Explain the relationships between and among elements of literature: characters, plot, setting, tone, point of view, and theme.

Main Idea

9.3 a- Identify format, text structure, and main idea.

Recognize various literary genres

- 9.3 b- Identify the characteristics that distinguish literary forms.
- 11.3 c- Discuss American literature as it reflects traditional and contemporary themes, motifs, universal characters, and genres.

Author's opinion/Point of view

- 11.3 d- Describe how use of context and language structures conveys an author's intent and viewpoint in contemporary and historical essays, speeches, and critical reviews.
- 9.4 a- Identify a position/argument to be confirmed, disproved, or modified.

Theme

9.3 c- Explain the relationships between and among elements of literature: characters, plot, setting, tone, point of view, and theme.

# *Unit Five: Nonfiction-* Identifying analyzing, and applying knowledge of the structure and elements of the purpose, structure, and elements of nonfiction or informational materials and providing evidence from the text to support understanding.

Main idea

9.3 a- Identify format, text structure and main idea.

Supporting details

- 10.4 a- Analyze and apply the information contained in warranties, contracts, job descriptions, technical descriptions, and other informational sources, including labels, warnings, manuals, directions, applications, and forms to complete specific tasks.
- 9.3 a- Identify format, text structure and main idea.
- 10.3 b- Identify main and supporting details.

Author's opinion/Point of view

- 11.3 d- Describe how use of context and language structures conveys an author's point of view in contemporary and historical essays, speeches, and critical reviews.
- 9.3 c- Explain the relationships between and among elements of literature: characters, plot, setting, tone, point of view, and theme.

Conclusions and generalizations

- 10.4 a- Analyze and apply the information contained in warranties, contracts, job descriptions, technical descriptions, and other informational sources, including labels, warnings, manuals, directions, applications, and forms to complete specific tasks.
- 10.3 b- Identify main and supporting details.
- 11.4 e- Analyze information from a text to draw conclusions.
- 11.4 d- Generalize ideas from selections to make predictions about other texts.

Identify similarities and differences across texts

10.4 d- Compare and contrast product information contained in advertisements with instruction manuals and warranties.

# *Unit Six (2002 SOLs): Informational materials* - Identifying, analyzing, and applying knowledge of the structure and elements of informational and nonfiction materials and providing evidence from the text to support understanding Supporting Details

- 9.4 a- Identify a position/argument to be confirmed, disproved, or modified
- 9.4. d- Identify questions not answered by a selected text
- 9.4. e- Extend general and specialized vocabulary through speaking, reading, and writing
- 10.4.a- Analyze and apply the information contained in warranties, contracts, job descriptions, technical descriptions, and other informational sources, including labels, warnings, manuals, directions, applications, and forms, to complete specific tasks
- 10.4. b- Skim manuals or informational sources to locate information
- 11.4. e- Analyze information from a text to draw conclusions

Conclusions and Generalizations

- 9.4 a- Identify a position/argument to be confirmed, disproved, or modified
- 10.4. a- Analyze and apply the information contained in warranties, contracts, job descriptions, technical descriptions, and other informational sources, including labels, warnings, manuals, directions, applications, and forms, to complete specific tasks

- 10.4. b- Skim manuals or informational sources to locate information
- 11.4. b- Read and follow directions to complete an application for college admission, for a scholarship, or for employment
- 11.4. e- Analyze information from a text to draw conclusions

Words in context

9.4. e- Extend general and specialized vocabulary through speaking, reading, and writing.

Author's opinion/point of view

9.4 a - Identify a position/argument to be confirmed, disproved, or modified

Identify the purpose and content of informational resources

9.4. b- Evaluate clarity and accuracy of information

Purpose of functional documents

9.4. b- Evaluate clarity and accuracy of information

10.4. a- Analyze and apply the information contained in warranties, contracts, job descriptions, technical descriptions, and other informational sources, including labels, warnings, manuals, directions, applications, and forms, to complete specific tasks Summarize

10.4. b- Skim manuals or informational sources to locate information

Compare and contrast

10.4. b- Skim manuals or informational sources to locate information

Reading strategies

10.4. b- Skim manuals or informational sources to locate information

Cause and Effect

10.4. b- Skim manuals or informational sources to locate information

Sequence

- 11.4. b- Read and follow directions to complete an application for college admission, for a scholarship, or for employment
- 11.4. e- Analyze information from a text to draw conclusions

Generalizing main topic

11.4. d-Generalize ideas from selections to make predictions about other texts

Purposes of texts

11.4.e- Analyze information from a text to draw conclusions

Identify structural features of media

11.4. e- Analyze information from a text to draw conclusions

# *Unit Seven: Style and Language* Identifying and analyzing how an author's words appeal to the senses, create imagery, establish a tone, as well as providing evidence from the text to support understanding.

Language usage

9.3 e- Explain the relationship between author's style and literary effect.

Literary devices

9.3 b- Use literary terms in describing and analyzing selections.

Author's purpose

11.3 d- Describe how use of context and language structures conveys an author's intent and viewpoint in contemporary and historical essays, speeches, and critical reviews.

Tone

9.3 c- Explain the relationships between and among elements of literature: characters, plot, setting, tone, point of view, and theme.

#### Unit Eight: Strategies and Organization-Identifying how to evaluate, analyze and properly cite texts.

Reading strategies

10.4 b- Skim manuals or consumer texts to locate information.

Generalizing main topic

11.4 d- Generalize ideas from selections to make predictions about other texts.

Locate Information in texts using organizational features

10.4 a- Analyze and apply the information contained in warranties, contracts, job descriptions, and technical descriptions.

#### Unit Nine: Using Information from a variety of Resource Materials

Documentation and citation

11.10 f- Document sources of information using a style sheet format, including Modern Language Association (MLA) or American Psychological Association (APA).

9.7 a- Define the meaning and consequences of plagiarism.

Author's Opinion/Point of view

9.7 b- Distinguish one's own ideas from information created or discovered by others.

11.10 f -Document sources of information using a style sheet format, including Modern Language Association (MLA) or American Psychological Association (APA).

Generalizing Main Topic

11.9 a- Narrow a topic.

11.9 b- Collect information to support a thesis.

Identify a variety of ways to organize texts

10.10 a- Organize information from a variety of sources.

Determine validity of conclusions

10.10 b- Verify the accuracy and usefulness of information.

11.9 b- Collect information to support a thesis.